

Job Title Legal Advisor

Job Description

To be a key part of an in-house legal team, which is responsible for:

- Taking a proactive and leading role in reviewing and negotiating architects' professional appointments, and related contracts such as non-disclosure agreements, sub-consultants' appointments, collateral warranties and novation agreements; in doing so, considering:
 - both liability and commercial aspects;
 - the services to be provided, as well as the legal terms; and
 - the requirements of the practice's insurers;
- Reviewing supplier agreements to be entered into by the practice;
- Maintaining a collection of standard contractual documentation;
- Advising internally on legal and commercial matters and promoting good practice;
- Communicating with clients, insurers and outside counsel;
- Assisting with claims and potential claims against the practice in conjunction with insurers and outside counsel, and with claims for unpaid fees; and
- Often acting outside the 'comfort zone', whether in dealing in foreign jurisdictions, in reviewing unusual documents or in providing ad hoc advice on both usual and unusual situations.

Prerequisites

- Qualifications preferable: LLB or GDL, and possibly LPC or BVC/BPTC/BTC; the candidate is not likely to be fully qualified or be member of a professional body;
- minimum 3 years' experience in a legal/contractual role;
- substantial employment experience in a company that provides non-legal professional services, preferably in the architecture or construction services sectors, but not necessarily in a legal role;
- ease in drafting contractual clauses and a precise and convincing style of written English;
- a talent for communicating with clients and clients' lawyers in a friendly and constructive manner, at the same time being firm and persuasive;
- the ability to explain legal issues in layman's terms; and
- a flexible approach whilst promoting the practice's legal and commercial interests internally, at all times being an integral part of the tp bennett team.